

Glen Ellyn Library Foundation Board Meeting Agenda
November 6, 2024 at 6:30 pm
Glen Ellyn Public Library 3rd Floor Board Room

- I. Call to Order and Roll Call
- II. Approval of September 2024 Meeting Minutes
- III. Board President Report (Gina – 10 Min)
 - A. Member news
 - B. Administration updates
- IV. Treasurer Report (Merril – 15 Min)
 - A. Review / approval financial reports (Roll Call)
 - B. Recap contributions, disbursements since Sept meeting
 - C. Investment Policy final approval (Keith)
- V. Library Director's Report (Dawn – 10 Min)
 - A. Update Regarding Current Library Services and Operations
 - B. Welcome sign update; potential funds distribution approval (Roll Call)
- VI. Development Director Report (Carrie – 25 Min)
 - A. Donor Relations and Fundraising
 - i. Donor meetings; Request Board member contacts
 - ii. New house sales for Q3 added to database
 - iii. Review/ Approve year-end appeal letter and expenditure (Roll Call)
(1,300 names; Identify Graphics stuffing \$498 + \$494 bulk postage= \$992)
 - iv. Approve Holiday card mailing expenditure (Roll Call)
(\$350 + \$38 postage 0.73 each/\$73 total = \$423)
 - B. Events / Public Relations & Growth
 - C. Ongoing Projects
- VII. Old Business / New Business (60 Min)
 - A. Marketing Committee (Didi – 15 Min)
 - i. Final marketing brochure review and approval
 - ii. (TBD) Present brochure printing expenditure and approval (Roll Call)
 - iii. Website update plan (consistent with brochure)
 - B. Nominating committee (Gina/Peter – 20 Min)
 - i. Confirm board and executive board term durations / update by-laws
 - ii. Status / discussion on filling 2 open board positions (Jim and Keith)
 - iii. Filling Executive Board Secretary Role status and discussion
 - C. Peter / Carrie present synopsis of key insights from ALA training (15 min)
 - D. Development Officer Performance Review Status and Next Steps (Gina – 10 Min)
- VIII. Miscellaneous Announcements
- IX. Executive Session (Carrie Performance Review Form)
- X. Adjournment